



FAMILY COURT OF THE STATE OF DELAWARE

GUY SAPP
COURT ADMINISTRATOR

ADMINISTRATIVE OFFICES
NEW CASTLE COUNTY COURTHOUSE
500 N. KING STREET, SUITE 3500
WILMINGTON, DELAWARE 19801-3757

Posting #FY07-03

JUDICIAL ASSISTANT I

Opening Date: September 20, 2006

Closing Date: October 4, 2006

A Vacancy Exists

Salary: \$26,131 - \$32,664 (Minimum - Midpoint) Pay Grade 8

Location: City of Wilmington (**Please check this city on your application**) New Castle County Family Court, 500 King Street, Wilmington, DE 19801

Summary Statement: Incumbents in this class provide support to Judges and Commissioners, specifically security, case preparation and courtroom coverage.

Minimum Qualifications: Please address each item separately on the Minimum Qualifications page of the application. Failure to do so will result in a disqualification.

Applicant must meet each of the following qualifications. Failure in any one area will result in a rating of "not qualified."

1. Knowledge of legal or quasi-legal practices, procedures and terminology.
2. Knowledge of record keeping, document maintenance, scheduling or case flow management.
3. Knowledge of security practices and procedures and their application in a quasi-judicial environment.
4. Ability to communicate effectively both orally and in writing.

Examination: The application is evaluated based upon a rating of training and experience.

Essential Functions:

1. Provides courtroom coverage: opens and closes courtroom; provides security to judges or masters and other personnel; monitors tape recording process; marks and documents exhibits.
2. Prepares files for individual cases: ensures that all records and documents are in proper order and that notices have been sent to the appropriate parties; purges files of unnecessary documents; reviews tape recordings; retrieves files; sets up teleconferences.
3. Prepares and/or completes routine records and reports.
4. Assists in participant interviews.
5. Performs other services to the judiciary such as providing telephone coverage, delivering release/commitment papers, and contacting attorneys to inquire about pending cases.
6. May perform routine legal research for judge or master.
7. Performs related work as required.

Conditions of Employment:

A satisfactory criminal background check is required as a condition of employment.

Direct deposit of paychecks is required as a condition of employment.

Benefits: To learn more about the comprehensive benefit package please visit the web-site at <http://ben.omb.delaware.gov/programs/index.shtml>

Submitting your Application:

- **Apply on-line at www.delawarestatejobs.com/postings. (Your application will be routed automatically to the recruiting agency).**
- Paper applications can be submitted to one of the following locations:

FAMILY COURT, ADMINISTRATIVE OFFICES, 500 King Street, Suite 3500 Wilmington, DE 19801 Phone: (302) 255-0057 Fax: (302) 255-2202

HUMAN RESOURCE MANAGEMENT

Haslet Armory, 1st Floor, 122 William Penn Street, Dover, DE 19901 Phone: (302) 739-5458 Fax: (302) 739-2327

Carvel State Office Building, 1st Floor, 820 North French Street, Wilmington, DE 19801 Phone: (302) 577-8277 Fax: (302) 577-3957

Delaware Technical and Community College Campus, P. O. Box 610, Georgetown, DE 19947 Phone: (302) 856-5966 Fax: (302) 856-5969

Attachments to Applications:

- Please do not submit copies of evaluations, letters of reference, training certificates, or college transcripts unless requested.

- If supplemental information is requested by the posting or needed for scoring purposes such as but not limited to a DD214, resumes or transcripts, please send or fax to the recruiting agency before or on the specified closing date.
- Applications or additional information will not be accepted after the closing date.
- Resumes will not be accepted unless accompanied by a State of Delaware Application.

Accommodations:

- Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service please call (302) 739-5458
- TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

The State of Delaware - An Equal Opportunity and Affirmative Action Employer